

Tennessee Leaders of Tomorrow Fall 2018 Internship
Tennessee Department of Commerce and Insurance
Regulatory Boards Division Internship

The Tennessee Department of Commerce and Insurance Division of Regulatory Boards includes twenty-seven programs, which regulate several hundred thousand Tennesseans in their professions and businesses (*e.g.*, Contractors, Real Estate Brokers, Motor Vehicle Dealers). This internship is expected to assist the Assistant Commissioner with varied responsibilities, including a review of processes, providing recommendations for improvement, and the coordination of approved projects.

This internship will work closely with Regulatory Boards Administration personnel and may assist with assignments in the following areas:

Division Processes: Coordinate a review of Division processes with regard to applications, online adoption, and customer service metrics; report findings and suggest improvements and process implementation to the Executive Directors and Assistant Commissioner; coordinate efforts to implement suggested process improvements

Board Member Appointments: Work with Executive Assistant to standardize the onboarding of Board and Commissioner members in conjunction with the Governor's office. Fully implement an electronic system for maintaining personnel information, appropriate file documents, attendance records, and term dates. Review onboarding process and suggest improvements for reducing term vacancies.

Alternate Workplace Solutions: Evaluate current AWS procedures, measure productivity, and assist in logistical planning and development to further AWS initiatives.

Applicants interested in this internship opportunity may contact Kimberly Mantlo via email at Kimberly.Mantlo@tn.gov.

The Tennessee Department of Commerce and Insurance is an Equal Opportunity Employer.